

## SPECIAL ACTIVITIES

### Handout 1

To do the job of operations officer, several people in the unit or wing may be helpful in developing plans to support special activities. Depending upon the level, such as squadron, wing, region, etc., the duties may vary. For example, at the wing, group and region levels, an activities officer may be more involved with the coordination of activities between organizations than within the unit. Often, at this level, activities may include several squadrons, groups or wings working together, like in a weekend encampment or a drill competition. Within the squadron, however, duties of the activities officer may be primarily aimed at planning smaller events such as field trips and community betterment projects. No matter at which level the activity is to be executed, the following procedures outline the types of issues that should be addressed when planning and coordinating a special event for cadets:

- ❑ Staff members within the unit or in other units must be consulted to learn of unique requirements or identify available resources.
- ❑ Cadet staff and advisory councils should be involved in planning and developing projects that include cadet participation.
- ❑ Regularly scheduled planning sessions should be held to develop necessary activities and to carry through activities already planned. Key staff and cadet personnel to ensure good communication and feedback should attend these sessions. These sessions should be documented to ensure that responsibilities and plans are understood.
- ❑ Operations officers should develop lists of facilities and resources within the area that are available to offer cadets special experiences. Such lists might include Air Force or military facilities, aviation-related corporations and companies, guest speakers or government organizations who might support CAP. Museums, scout groups and civic groups also may be sources of support.
- ❑ When activities involve the military, the Air Force Liaison Officer must be contacted to help with coordinating.
- ❑ Senior member supervision, commensurate with the number of cadets involved, is required. An adequate number of female senior members must be present when female cadets participate. Senior members must be fully aware of CAPR 52-10, *CAP Cadet Protection Policy*.
- ❑ All materials, transportation and equipment requirements must be identified and planned before the activity. Unit supply or logistics personnel and transportation personnel must be contacted to find availability and support.

- ❑ Certain CAP forms are required to be completed for cadet activities. These forms include, but are not limited to:

Form 20, Encampment Report

Form 31, Cadet Application for Special Activities

Make sure you see these forms, fill them out, and have them checked for accuracy.

- ❑ Medication requirements for individuals must be reported to senior member escorts by cadets before special activities.
- ❑ Special events may include such activities as model rocketry and are covered by CAPM 50-20. Familiarity with this manual is necessary when such an event is planned.
- ❑ Senior member escorts before the event should review insurance requirements (outlined by CAPR 112-9).
- ❑ When military facilities are being used, participants should review CAPR 147-1 concerning base exchange privileges.
- ❑ Safety of cadets and senior member escorts is the most important aspect during special activities. Senior member escorts should be briefed by their safety officer about potential hazards and *proper responses* should an incident occur.
- ❑ Close coordination with aerospace education officers and/or training officers should be maintained to maximize the benefit derived from a special activity.
- ❑ Cadets and senior member escorts need a clear understanding of roles and authority of cadet leadership, senior member escorts and Air Force Liaison personnel.
- ❑ When a special activity consists of many personnel or covers a multi-day period, an operations plan or guideline should be prepared and issued clarifying duties, functions and responsibilities.